**Attachment A - CERT Program Registration and Sponsoring Agency Overview**

**CERT Program Registration**

CERT programs must meet the following requirements to be registered on the National FEMA website at: https://www.ready.gov/community-emergency-response-team:

- Must have a valid Sponsoring Agency
- Must conduct at least one CERT Basic Training per year
- Must use the FEMA CERT Curriculum and PowerPoint slides (slight modifications are OK; general rule is you can add but you cannot remove content)
- The CERT Basic Course manager and/or the Lead instructor for the class must have taken the CERT Train-the-Trainer class
- Must update the CERT program information on the FEMA website at least once per year

**CERT Sponsoring Agency**

CERT programs must have a sponsoring agency.  FEMA requires that the sponsoring agency must be a local government organization.  Programs must be sponsored by a local government organization.

The following organizations can provide sponsorship for a CERT program:
- State, regional, local, or tribal government-operated public safety agencies, including those responsible for law enforcement, fire suppression, and emergency medical services;
- State, regional, local, or tribal emergency management agencies;
- Departments under the authority of local, municipal, or tribal government, including health departments, fire protection districts, regional planning districts, and city councils.

FEMA allows exceptions in the following instances (approved by the State Administrator on a case-by-case basis):

- Workplace CERTs - Must be approved by company management. Federal, state, and local government officials generally expect Workplace CERT programs to limit their activities, especially response activities, to workplace property. While there is no requirement for sponsorship by an outside agency, affiliation with emergency response organizations is beneficial and allows for additional opportunities for training and response.  In California, Workplace CERTs are required to have a working relationship with their local government.

- Campus CERTs - The department responsible for campus safety should take the lead (or be a major partner) in developing and activating a Campus CERT program. The department should also alert Campus CERT volunteers and direct their activities. The name of that department may differ depending on the college (e.g., Campus Emergency Management, Campus Police, Campus Security, and Public Safety).

- Teen CERT - Was created to prepare students and improve response capabilities within high schools. Teen CERT trains students in emergency preparedness and basic response. This ensures they can protect themselves and help others during an emergency. Teen CERTs can support a school's emergency operations plan and help emergency services personnel. CERTS increase surge capacity to first responders if needed. In addition, students may take the lessons they learn home with them, spreading the CERT message to their families. Training our youth will have a huge impact on how well we prevent, prepare for, respond to, and recover from disasters.

**Responsibilities of a CERT Sponsoring Organization**

Sponsoring organizations create the policies and procedures for their CERT programs, which include guidelines for CERT activation, deployment, operations, and personnel. Sponsors should take an active role in the credentialing of instructors and volunteers by addressing recruitment, screening, acceptance, supervision, and termination of members, and ensuring that personnel information is kept confidential. Sponsors should make sure that all members and instructors meet training standards.

Sponsors should make sure that CERT members take part in drills and exercises, such as those which allow volunteers to train with full-time responders from the sponsor. It is recommended that CERT sponsors help develop supplemental training course materials to address local hazards and unique events. Sponsors handle the activation, staging, deployment, and operational activities of their teams. They must develop policies, procedures, and documentation practices to support these activities.